Human Resources Office - Japanese Automation System
ACTIVITY/HRO USER ACCOUNT REQUEST

1. Activity Name:(Full)	2. Organization Code:(Reference to HRO)

3. Name:(Last, First, Second Initial)	4. E-mail Address:

5. SSN/Employee No.:	6. DOB:(mm/dd/yyyy)	7. Phone:

8. Job Title:	9. Job No.:	10. Grade:

11. Access Level:

PD	PAR	PWO
☐ Initiate	☐ Initiate	☐ Initiate
☐ Block 12	☐ Requested by	☐ Block 16
☐ Block 13	☐ CO or Authorized Rep.	☐ Block 17
☐ Block 14	☐ Clearances	☐ Block 17a
☐ Clearance	☐ Clearances (HRO Only)	☐ Block 20(HRO Only)
☐ PC(HRO Only)		

12. Route:

	PD	PAR	PWO
From Name:			
To Name:			

13. Signature:	14. Date:

15. Authorized Personnel Signature: / Phone	16. E-mail Address:	17. Date:

19. Note:

HRO Official Use Only			
20. Received Date		21. JAS Registered Date	